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ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD ENDING

18 October - 24 October 1984

I. Items or Events of Major Interest that Have Occurred  
During the Preceding Week

A. Digital Prepress: Training on the Xyvision Digital Prepress System for Printing & Photography Division (P&PD) will take place in Woburn, Massachusetts for 3 P&PD personnel from 5 thru 16 November. On 24 October, P&PD and Procurement Division

not awarded the contract. The Xyvision system is scheduled for delivery for 30 November. An implementation plan is being developed to address training, acceptance testing, workflow, staffing, procedures and equipment relocations.

B. Release 4: The Release 4 Electronic Text Editing & Composition System (ETECS) to P&P Building Composing data link was successfully tested this past week. The Office of Data Processing (ODP) to ETECS data link translation tables were modified by Atex Applications personnel and tested to be certain that no more characters will be dropped during translation.

C. Micrographics:

1. P&PD is currently converting 60 cubic feet of very sensitive documents to microfilm for U.S. Department of Justice (DOJ), Office of Intelligence Policy & Review. At the request of Office of Logistics (OL) Security, P&PD has agreed to destroy the originals after DOJ submits a memorandum certifying document verification and authorizing destruction. Each batch of documents will be destroyed by power cutting the documents and stuffing them into large sugar sacks for transport to the CIA SOMAT. P&PD will inturn record box numbers and by memorandum to DOJ certify destruction was completed.

2. Another request from DOJ, Justice Management Division, is currently under evaluation. This request involves converting computer data to microfiche via COM (computer output microfilm) techniques. The present method used at DOJ is to create dry silver microfiche originals with vesicular duplicates.

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NO  
The Drug Enforcement Agency has surfaced concerns about their ability to perform "quick destruction" in the field. Vesicular film cannot be destroyed using the current techniques available at their field stations. The request, if agreed to, will involve 7,000 original fiche and 100,000 duplicate fiche during a twelve month period. Photography Branch will make an assessment of their ability to take on additional work.

**II. Significant Events Anticipated During the Coming Week**

None

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